

25 February 1953

MEMORANDUM

TO : Chief, Classification and Wage Administration Division

FROM : SR/Admin

SUBJECT : Reclassification of Headquarters Position #113

It is requested that SR Division Headquarters Position #113 be reclassified from Intelligence Officer, GS-7 to Intelligence Assistant, GS-7, DD/P, SR Division, SR/1, Operational Support Section. The duties involved are as follows:

A. Acts as intelligence assistant, administrative assistant and secretary to the Chief of Branch 1, SR Division.

B. Contacts covert consultants and others operationally connected with projects, conveys information, receives information and acts as a cutout. Assists branch executive officer and project administrative officer in operational support work by routing and maintaining a file on current operational material.

C. Establishes and maintains, with the assistance of one clerk-stenographer, all branch files.

D. As administrative assistant, supervises the branch secretarial staff; reviews all outgoing correspondence; prepares accounting for advances, requests for travel orders, assists in all branch documentation and preparation of vouchers. Maintains time and attendance records of branch and supervises the maintenance of the branch logs. Arranges appointments, conferences and staff meetings.

E. As secretary to Chief of Branch takes and transcribes dictation from various officials associated with the project in an overt or covert capacity, as well as from branch officers, embracing a variety of technical terminology peculiar to the various unrelated activities within the branch. Keeps Chief of Branch advised on all matters which should be brought to his attention, receives incoming calls and visitors to the office.

25X1A9a